



UNIVERSITY COLLEGE DUBLIN

Skilled Resource Pool Form

Assigning Staff into and out of the Skilled Resource Pool

This is a multi-purpose form relating to Research staff who have been issued with a contract of indefinite duration. It should be used when the funding for the assignment on which they are currently working is due to come/is coming to an end, and to confirm whether the funding has been extended, if they are entering the Skilled Resource Pool, or being assigned to a new research project.

This completed form must be returned to UCD HR Recruitment as early as possible but not later than **six weeks before** the change date in order for UCD HR Recruitment to process any changes.

Please read the instructions below to determine which section of the form is applicable at this time:

Part A: Is completed if the funding for the researcher has ended and there is no further funding available. The researcher will be paid from an unfunded project code (please see below) and is now available for reassignment within the college and must be considered for all suitable externally funded posts in advance of any external recruitment within the college.

Or

Part B: Is completed if the researcher is to remain in their current assignment and Research Project code, where funding continues to be available for a further period of time.

Or

Part C: Is completed if the researcher is to move to a new assignment and a new Research Project code.

Please complete form using **BLOCK CAPITALS**

Researcher Name: _____ UCD Personnel Number: **P** _____

Primary PI Name: _____

(PI at the time the CID letter was issued)

PART A - Current assignment has ended/is ending – move into College SRP

Date that the CID Research Staff member is to transfer into the SRP: _____

(Note: This is the date when current available external funding is due to end)

Unfunded project code from which salary will be paid: _____

(Research Finance Office to complete)

College / School / Unit: _____

Date that the CID Research Staff member is to transfer into the School Cost Centre: _____

School Cost Centre from which salary will be paid: _____

**PART B - Continuing to work on Current Research Assignment
(additional funding is available to extend the assignment)**

Assignment title: _____
(only complete if any change is appropriate)

Research Project code for funding purposes: _____
(only complete if any change is appropriate)

Start Date: _____ End date: _____

College / School/Unit: _____

PART C - Moving onto New Research Assignment

New Assignment title: _____

Research Project code for funding purposes: _____

Name of Principal Investigator on this project: _____

Assignment Start Date: _____ Assignment End date: _____

College / School/Unit: _____

Note:

A completed research authorisation form will also need to be submitted, by the Current PI, if the researcher is moving to a new assignment and new research account code.

Note:

Approval Process – all signatures are required to process this form, please return this form to your Recruitment Account Lead, UCD HR Recruitment.

Approval

Current PI: _____ Date: _____
(Signature)

Head of School: _____ Date: _____
(Signature)

College Finance Manager: _____ Date: _____
(Signature)

Research Finance Office: _____ Date: _____
(Signature)

Actioned: _____ Date: _____
(Signature)